

Titling Tips

December 2003

Titling Tips is a quarterly publication of the Missouri Department of Revenue, Driver and Vehicle Services Bureau, P.O. Box 100, Jefferson City, MO 65105-0100.

TEMPORARY PERMIT EXPIRATION DATE CHANGE

Effective August 1, 2003, the expiration date on a temporary permit must be recorded by using **the first three letters of the month**. For example, if a permit is to expire on January 5, 2004, record, "**JAN** - 05-04". This simple change in recording the expiration month has been implemented in other states and has helped reduce fraud. When the month is recorded as a numeric value, it is easy to change the number. For example, the month "03" can be easily changed to "08" to fraudulently extend the use of the temporary permit.

RECEIVING AN OUT-OF-STATE VEHICLE AS A TRADE-IN

When a Missouri resident trades in a vehicle that has an out-of-state title, please photocopy the front of the out-of-state title and attach it to the Missouri purchaser's application for title for the new vehicle. The photocopy of the out-of-state title will be used to verify proof of ownership for the vehicle being traded-in and for sales tax credit. If the photocopy is not attached, the applicant will receive a reject notice requiring proof of ownership for the vehicle traded-in.

DEALERS - HELP SHAPE YOUR FUTURE!

The department has recently formed a Dealer Charter Team whose mission is to simplify the dealer licensing process and regulations, to make them more efficient and to improve communications for internal and external customers. Our goal: to have a world-class licensing process for dealers and effectively implement the laws of the state.

One of the team's steps in accomplishing the department's mission will be to hold focus group meetings with licensed dealers. The team wants to hear first-hand from our stakeholders about their vision for a "world-class" licensing process and any suggestions they have on how we can change current laws and regulations to accomplish such a process. If you are interested in participating in a focus group meeting or have any suggestions for process improvement, please let us know by January 9, 2004, at dealerlic@dor.mo.gov or (573) 751-8343. We look forward to hearing from you!

ARE YOU NOT RECEIVING THE NOTICE OF LIEN VALIDATED RECEIPT?

Please check all copies of your applications for title, Notices of Lien, etc., to ensure all copies of the application can be read clearly so you will receive your validated receipt(s). The department receives hundreds of receipts back each month because they are not legible for mailing or because the name and/or address information is typed directly over a line on the form or over other preprinted information and cannot be recognized by the computerized address reader.

\$5 FEE REQUIRED WHEN APPLYING FOR A MISSOURI DEALER, AUCTION, OR MANUFACTURER LICENSE

Effective immediately, a \$5 fee is required for each applicant listed on the application for a Missouri dealer, auction, or manufacturer license. The fee is to pay for a criminal record check through the Missouri State Highway Patrol. The record check is to fulfill Missouri law requiring each applicant listed on the application to be of "good moral character."

REMINDER: ALL DEALER REGISTRATIONS EXPIRE DECEMBER 31, 2003

Do not forget to submit your dealer registration renewal before December 31, 2003. Unless a valid dealer registration is on file with the department for the 2004 calendar year, any sales or purchases made on or after January 1, 2004, will be subject to sales tax.

VOIDING A NOTICE OF LIEN DUE TO A RESCINDED SALE

Anytime a sale is rescinded, the selling dealer or lienholder who filed a Notice of Lien must provide the department with a lien release from the lienholder involved stating the sale was rescinded and requesting to have the lien record deleted from the department's files.

FREE SUBSCRIPTION TO DEPARTMENT OF REVENUE INFORMATION

The department offers several free e-mail list services to help you stay up-to-date on topics in titling and licensing processes and laws.

By subscribing to one or more of these services, you will receive:

- ✓ A monthly customized e-mail that provides timely titling information;
- ✓ Periodic e-mails relating to law changes, procedures, administrative rules, and reject issues; and
- ✓ Other important communications that will assist you.

For example, subscribers to the "lienholders" list will receive communications relating to titling and lien perfections but will not receive information relating to dealer licensure issues. **All subscribers will receive the "Titling Tips" and local tax chart updates on a quarterly basis.**

LISTSERV NAME	DESCRIPTION
Dealers	Issues that affect licensed motor vehicle/boat dealers
Lienholders	For anyone who commonly files liens on vehicles
Leasing	For motor vehicle leasing/rental companies
Salvage	For salvage business licensees
Towing	For towing companies that tow/title abandoned property
Insurance	For insurance companies that title salvaged vehicles
Titleservice	For licensed title services

To subscribe to an e-mail list service, send an e-mail to **majordomo@services.state.mo.us** with the message "subscribe (and the list service name)" in the body of your e-mail.

For example, to subscribe to the lienholders list service, enter "**subscribe lienholders**". Do not type anything else in the body of the message. Remove any automatic signatures you may have included and leave the subject line blank. Your e-mail addresses are not shared or used for any other solicitation.

To cancel your subscription at any time, follow the above steps except list "unsubscribe (and the list service name)" in the body of your e-mail.

PERFECTING A LIEN WHEN THERE IS NO COMPLETE CHANGE OF OWNERSHIP

In order to perfect a lien when there is no change of ownership, (e.g., adding a lien or name), the lienholder must submit:

- ✓ Five-part *Missouri Application for Title and License* (DOR-108) that contains the Notice of Lien (NOL) in the fourth and fifth copies;
- ✓ Certificate of ownership;
- ✓ **\$8.50 title fee**; and
- ✓ \$5.00 processing fee (\$2.50 for the NOL and \$2.50 for the title application).

If the lien perfection does not accompany the transaction, the title will issue and the lien will not be perfected.

FILE NOTICE'S OF LIEN AND COMPLETE RECORD SEARCHES ONLINE!

By accessing **www.dorx.mo.gov** lienholders and dealers who have contracted with lienholders are now able to file their liens online by using the department's Lien Internet Filing Exchange system.

Dealers and lienholders who qualify under the Driver's Privacy Protection Act and are approved by the department may also access the department's motor vehicle and marine title and lien records using the online system. The online record search will check the department's title file, lien file, and reject file and provide the most recent record(s) in each file. The cost is \$1.25 per inquiry. If there is no record on file with the department, the \$1.25 is waived.

Access **www.dorx.mo.gov** today to apply for your online account number and security access code!

Titling Tips

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